

OPERATION OF THE SOUND AND COMPUTER LINK-UP IN THE HALL

Please refer to the attached photographs for detailed location information.

General set-up

- Obtain the large screen from the back room next to the “box office” and deploy it in the preferred position. The projector is kept in the small store room in its black bag.
- Arrange a table/chair in front of the screen so that the projector can fill the screen.
- Remove the top and side of the sound deck and place these safely against the wall. Move the sound deck close to the table. Take care that the sound deck cable does not get trapped under the wheels. Extra cable is available in the wall cabinet if needed, it pulls out through the bottom of the box.

Computer link-up

- The power pack (amplifier) supplying the sound deck is located on the wall on the right hand side of the stage next to the stairs leading down to the Edna Rose room.
- First switch on the 13 Amp plug at floor level below the unit.
- At the bottom right hand side of the power pack, next to the red light, is the on/off button. Depress this to switch the unit on. The cooling fan can be heard.
- At the sound deck, unlatch and remove the top and front casings to expose the sound level sliders and front connections. Ignore all the knobs.
- There is a row of 13 amp sockets which can be made live by the large red switch to the right of the row. These can then be used to power the projector and computer. There is no need for an extension lead.
- Open the lower drawer by depressing the (small) latch, holding it down while pulling the drawer forward. It can be an acquired taste.
- In the drawer is an audio cable with two (a red and a black) jack connectors on one end and a single small stereo jack on the other.
- The red and the black jacks should be inserted into the two right most jack sockets found just above the drawer. Push fully into place. A “click” can be heard and felt. It is not important which colour jack goes into which of the two sockets.
- Fit the stereo jack into the earphone socket on the computer.
- Connect the D connector cable to Input A on the projector and the other end to the D socket on the computer. If the computer does not have such a socket, in the drawer in the kitchen there is a variety of cabling which should enable connection to

- any flavour of computer known to man. Mix and match accordingly. Now switch on.
- Connect the projector to a power supply and depress the central button on the top of the projector. Warming up takes several seconds, after which the screen will show the computer desktop. If the desktop is not displayed on the large screen, momentarily unplug the earphone jack from the computer. On reconnection, the desktop should now show on the large screen. Should a new user require the password to our TalkTalk router, it is written on slips of paper in the kitchen drawer.
 - Connect to a site with sound, YouTube or similar. Verify the computer has sound.
 - Now back to the sound deck. Move both yellow sliders to an intermediate position. Move sliders 15 and 16 to an intermediate position. Immediately above the scales for sliders 15 and 16 there are small buttons (***NOT*** the knobs). Both the red and white buttons, just above these two scales, should be depressed so that the green light illuminates on the white buttons. The buttons are press on, press off.
 - Sound should now be heard from the large speakers in the hall. This may be extremely loud – or barely audible, and depends largely on the sound level from the computer/programme being watched. Keep the sliders parallel to each other (white to white and yellow to yellow). Experiment with the settings to achieve a comfortable volume for the users. When all is working satisfactorily - - - -
 - Wish the users well and depart. Optionally, leave your contact number with the hirer

The Aftermath

- Clearing up is largely a matter of reversing the above sequences, returning the cables, projector and screen to their living quarters.
- Back on the stage, remember to turn off the power amplifier (red light button first, 13 amp second).
- At the deck, the removal of the red and black jacks can be a little awkward. The red tabs just above the jacks must be pushed fully in before the jacks can be withdrawn then replace the cable in the drawer below. Fiddle about with it.
- Turn off the 13 amp supply for the computer / projector.
- Replace the two cables (power and D) together with the projector in the carry bag.
- When replacing the sound deck by the wall, try not to run over the cables. Tidy these behind the unit. Replace casings and lock gently in position.
- Make a note of the users comments and report back to the Committee.



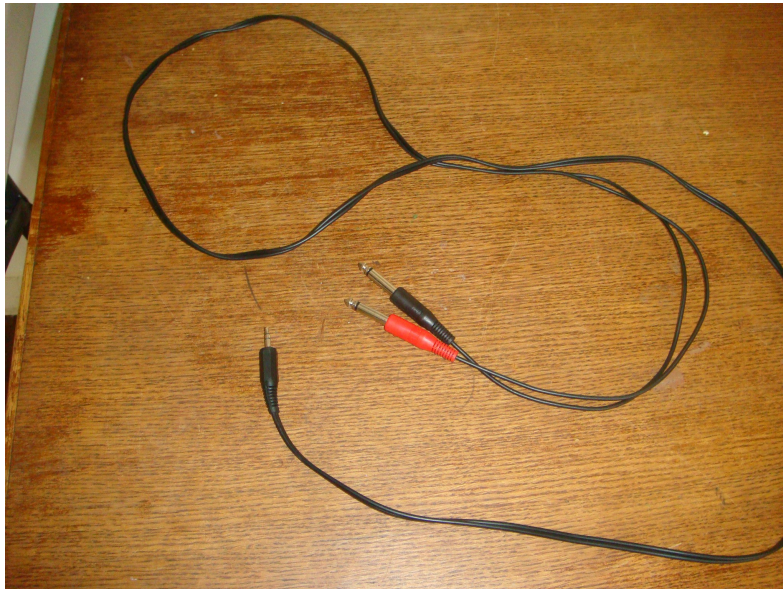
Location of power supply for sound deck



The power pack ON/OFF button is just below the red light.
The light is only visible after the 13 amp mains power has been switched on.



Sliders for sound volume and location of Red/White On buttons. Note Green tell-tale is on.



Audio jack cable



Position of drawer catch, sound jacks and 13 amp supply



Cabling for projector and computer. Note input location for D cable